

CaER ISO 9000 Implementation Team Meeting
10/31/02

Attendees:

Wendy Sullivan/CD02
Carolyn Plank/CD02
Dana Blaine/CD10
Mack Blackman/CD10
Caroline Wang/CD30
Lynn Garrison/CD30
Judi Hollingsworth/CD50
Jeff Ehmen/CD60
Jennifer Simmons/CD60
Judy Pettus/CD70

Items Discussed:

NQA Audit: The NQA audit will be November 5-7. Caroline will not be available that week because she will be leading an Internal Audit. Pat Schultz will be the back-up for Caroline. Everybody should have a copy of the quality policy and their department's quality objectives on hand and should be able to explain how their job function relates to their organization's objectives and also the center's objectives. Also, everybody should know how to use the corrective action system and QSDN.

Internal Audit Draft Report: The Draft Report from the Internal Audit was discussed. There are four minor NCRs. All the findings have been reviewed and the corrective actions have been defined. All the observation concerns, minuses, and observations were reviewed by all organizations and Caroline Wang asked the organization representatives to prepare a plan for improvements.

QSDN and Corrective Action System: Caroline demonstrated how to use the QSDN and CAS. All org. reps. should know how to use these systems. She also demonstrated the Continual Improvement and Customer Satisfaction systems.

Important Dates:

ISO Audit Team Meeting

Thursday, November 21
4200/211
10:30 – 11:00

NQA Audit

November 5, 6, 7